

# EXPENSE CLAIM FORM\*

NAME : \_\_\_\_\_

<u>DETAILS OF EXPENSES</u>	<u>£</u>
<b>TOTAL</b>	

**PLEASE TICK  
TO CONFIRM**

**I would like to donate the money I am claiming back to  
Sunnyside Church and for gift aid to apply to this donation.**

ACTION GROUP: \_\_\_\_\_

AUTHORISED SIGNATURE: \_\_\_\_\_

BANK TRANSFER DETAILS:      Sort Code: \_\_\_\_\_      Account Number: \_\_\_\_\_

**EXACT** Account Name: \_\_\_\_\_

**OR** CHEQUE MADE PAYABLE TO: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

- NOTE:**
- Authorisation from the Action Group Chairman will be strictly required for any amount exceeding £200.
  - All claim forms must be accompanied by supporting invoice or vouchers.
  - All completed and authorised forms should be submitted to the Assistant Treasurer.
  - If offsetting income against expenditure, please fill in both this form and a *Receipt of Income Form* indicating clearly on the appropriate form whether the balance is an expenditure or an income.

**\* This form is not required if you are asking for an invoice to be paid to a third party.**

**In that case, please sign the invoice to show that the purchase has been authorised  
and received in good order and submit to the Assistant Treasurer.**

**If the invoice exceeds £200, please have it countersigned by the Action Group Chair.**